

AUDIT FOR LEAVE YEAR		NAME				SOCIAL SECURITY NUMBER		COMPLETE CONTACT POINT			SERVICE COMPUTATION DATE	
PAY PER IOD	ANNUAL LEAVE RECORD						SICK LEAVE RECORD					
	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	DONATED LEAVE (+) OR (-)	BALANCE OR TOTAL TO DATE	PART-TIME CARRYOVER HOURS	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	DONATED LEAVE RECEIVED	BALANCE OR TOTAL TO DATE	PART-T CARRYO HOUR
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REMARKS						CERTIFIED CORRECT (Signature)						

	COMPENSATORY (COMP) TIME RECORD					MILITARY LEAVE RECORD			CREDIT HOURS RECORD				
PAY PERIOD	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	BALANCE OR TOTAL TO DATE	HOURLY RATE	TOTAL DAYS USED FROM PRIOR PERIOD	DAYS USED THIS PERIOD	TOTAL DAYS USED TO DATE	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	BALANCE OR TOTAL TO DATE	F
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